

## ***Job Family/Category Descriptions***

***Information Technology:*** This career category includes jobs that specialize in management, delivery and support of information technology systems and services. Work involves a wide range of tasks in automated acquisition, storage, management, manipulation, transmission and security of information and related resources. Knowledge of IT principles, concepts and methods such as architecture and infrastructure planning, systems analysis, design and management of networked systems, data management and software applications is paramount. Opportunities for you to contribute to DIA in this field include:

- Telecommunications (0391)
- Computer Science (1550)
- Information Technology (2210)

***Human Capital:*** This career category includes a variety of administrative positions involved in designing, delivering and managing programs and services involved in the DIA human capital management program. Specialized program services include position evaluation and classification to determine appropriate pay; recruiting, selecting, and retaining a highly-talented and diverse workforce; planning, developing and implementing employee development and instruction programs; establishing and monitoring effective expectation setting and performance review systems; workforce planning and analysis; and advice/assistance in maintaining collaborative work relationships. Opportunities for you to contribute to DIA in this field include:

- Human Capital (0201)
- Human Resources Management (0201)
- General Education and Training (1701)
- Education and Training (1710)
- Training Instruction (1712)
- Learning Development (1701)

***Education:*** This category identifies the type of positions and describes educational work contributing to the educational and professional career development of military and federal civilian personnel who are pursuing careers in intelligence, defense policy and programs, homeland defense, or homeland security.

- Admission Specialist (1701)
- Educational Technology Specialist (1701)
- Faculty Member (1701)

- Dean (1701)
- Program Director (1701)

**Health Services:** *This category identifies the type of positions and describes the work in the areas of medicine, psychology, and related patient care services. Work also involves the development, maintenance and implementation of programs and policy to administer environment and safety practices in the organization in accordance with law and regulations.*

- Safety and Occupational Health Specialist (0018)
- Psychologist (0180)
- Work Life Specialist (0301)
- Industrial Hygienist (0690)

**Jobs relocating under BRAC:** *As a result of the 2005 Base Realignment and Closure (BRAC) recommendations, select DIA functions will be relocated to various locations, including Rivanna Station in Charlottesville, Virginia; Marine Corps Base Quantico, Virginia; Fort Meade, Maryland; and Bolling Air Force Base, Washington, D.C. Positions that will potentially relocate are identified on the vacancy announcement. Relocations may begin as early as summer 2009 and will be completed by 15 Sep 2011.*

**Facilities and Logistics:** *This career category includes a wide-variety of jobs vested with responsibilities related to design, set-up, operation, outfitting, management and maintenance of DIA facilities as well as acquiring, cataloguing, storage, and distribution of supplies and equipment needed to carry out DIA activities. Opportunities for you to contribute to DIA in this field include:*

- Safety and Occupational Management (0018)
- Logistics Management (0346)
- General Engineering (0801)
- Civil Engineering (0810)
- Architect (0808)
- Electrical Engineering (0850)
- Building Management (1176)
- Facility Operations (1640)
- Housing Management (1173)
- Mechanical Engineer (0830)
- Realty (1170)
- Response Management (0301)
- Supply Management (2003)
- Transportation (2101)

**Rotational Assignments:** *A rotational assignment moves an employee to work in another organization. Some assignments are within DIA. Some assignments are with other agencies. Each vacancy announcement contains full details regarding that particular rotational assignment.*

*These positions are open only to current DIA civilian employees.*

**Analysis:** *This occupational group includes positions in the areas of gathering and analyzing intelligence on global events. These individuals define precise information needs by orchestrating technical and human resources in the field. They work closely with DoD and other non-DoD agencies around the world to produce intelligence products for US military forces and for decision-makers within the Agency and throughout the government. Typical assignments include:*

- **Military Capabilities** - Analyze a nation's ability to achieve specified wartime objectives, mobilize and sustain its armed forces or destroy strategic and tactical targets.
- **Scientific and Technical Intelligence** - Analyze and evaluate basic and applied sciences and technologies with warfare potential and the characteristics, capabilities, and limitations of foreign weapons systems.
- **Political/Military Intelligence** - Analyze the structures of government, political parties, national policies and foreign relations, and their impact on a country's defense doctrine, strategy, and military structure.
- **Missile and Space Intelligence** - Assess foreign air defense; short-range ballistic, anti-tank guided and anti-ballistic missile systems; and associated command and control components.
- **Medical Intelligence** - Analyze foreign military and civilian healthcare capabilities and trends, worldwide infectious diseases and environmental health risks, and military-significant life science technologies.
- **Measurement and Signature Intelligence (MASINT)** - Provide oversight for the development, coordination, direction, and implementation of the U.S. MASINT system, a centrally managed virtual "system of systems" distributed throughout the armed services and agencies, providing technical, actionable intelligence supporting military operations, counter-terrorism, counter-proliferation, arms control, treaty monitoring, counter drug, and environmental monitoring during peace, natural disaster, crisis, or war.
- **Collection Requirements** - Manage all-source (human, signals, imagery, measurement and signature) intelligence requirements and their tasking to specific collection assets in support of analytical products and of indication and warning predictions.
- **Collection Planning** - Coordinate Combatant Commands' and DIA positions and provide requirements for current and future collection systems. Develop DoD and national collection programs.

- **Counterintelligence (CI)** - Manage CI, security, force protection, and CI analytical programs and products to safeguard DoD, DIA, Combatant Command, and Joint Task Force Personnel, information, facilities, systems, operations, and plans.
- **Intelligence Officer (HUMINT)** - As a HUMINT Officer you will serve in the Technology, Training, Evaluation or Operations functional areas within the Defense HUMINT Management Office. According to your specialized area, you may advise and assist in planning, organizing and executing collection operations. You will travel around the world, living and working in international cities, immersed in foreign cultures, interacting with local individuals, speaking their native languages, seeking out timely information in support of DIA objectives and applying your knowledge, experience and creativity to a variety of challenges.
- **Science and Engineering** - DIA scientists produce finished all-source intelligence on the current and projected future status of foreign nations' chemical, biological, radiological, and nuclear (CBRN) warfare programs, including their capabilities, intentions, policies, vulnerabilities, and security in support of U.S. counter proliferation efforts. DIA scientists also produce finished all-source medical intelligence, including foreign military and civilian health care capabilities and trends; worldwide infectious disease trends; global environmental health risks; life science technologies, and infectious or toxic agent databases. Our engineers directly support the Department of Defense's efforts to reduce the threat from foreign missile and directed energy weapon systems, enhance the readiness of our military forces, and improve the survivability and effectiveness of both United States and Allied weapon systems. They assess foreign surface-to-air missiles; short-range ballistic missiles; anti-ballistic missiles; integrated air defenses; ground-based anti-satellite systems; anti-tank guided missiles; and command, control, communication, and computer systems. DIA engineers evaluate the transnational impact of emerging military systems and global efforts to gain military advantage through the application of advanced technology and are deeply engaged in producing actionable, multi-disciplined all-source intelligence.

***Intelligence operations:*** *Intelligence operations consist of employees at DIA who function as integrators blending both functional and technical competencies to execute their work. These individuals may function as liaisons, policy makers, planner, advisors, strategic planners, etc. with competencies such as assessment and evaluation, influencing, situational awareness and/or strategic thinking which are used to perform work. The idea of an integrator lends itself to a career path in this area, allowing for movement throughout the organization using these competencies and applying them to the technical work performed.*

***Oversight and Compliance:*** *This occupational group identifies the type of positions and describes work in the areas of: equal employment, inspector general, auditor, intelligence oversight and workforce assistance, and criminal investigators. The work includes: planning, scheduling and conducting financial, performance, personnel*

*and information systems audits and investigations in order to evaluate the effectiveness of and compliance with the organization's policies, practices, and other systems of internal controls, as well as all applicable laws and regulations.*

- Equal Employment Specialist (0260)
- Equal Employment Manager (0260)
- Auditor (0511)
- IG Inspector (1801)
- Intelligence Oversight Investigator (1801)
- Criminal Investigator (1801)

***Acquisition and Contracting:*** *This career category includes professional jobs involved in soliciting, evaluating, negotiating, and awarding contracts with commercial organizations, educational institutions, nonprofit organizations, and State, local or foreign governments for the purpose of procuring supplies and services. Opportunities for you to contribute to DIA in this field include:*

- Contracting (1102)
- Procurement Analyst
- Program Manager (Acquisition)

***Financial Services:*** *This career category includes professional jobs that account for, manage and/or analyze the financial resources of DIA. Responsibilities include developing, coordinating and maintaining an integrated system of financial services; budgeting, accounting and financial reporting; systematic examination and appraisal of financial records and management controls; and providing financial management advice required to make management decisions. Opportunities in this field include:*

- Accountant (0510)
- Budget Analysis (0560)
- Financial Administration (0501)
- Financial Management (0505)
- Management and Program Analysis of Financial Resources (0343)

***Administrative:*** *The administrative work in this career category involves exercising analytical ability/judgment and applying management principles, practices and concepts. DIA employs an extensive cadre of professional administrative staff to support its intelligence professionals. Administrative activities help sustain DIA's critical role in providing intelligence collection and production to meet the military challenges America faces. Bring your talents to DIA as an:*

- Administrative Officer (0341)
- Staff Officer (0343)
- Program Analyst (0343)

**Security:** *This occupational group includes positions involved in developing, implementing, maintaining, and evaluating policies, procedures, and practices related to protecting DIA information, personnel, facilities, operations, and materials from unauthorized disclosure, misuse, theft, assault, vandalism, espionage, sabotage or loss. Also included in this occupational group is the performance of law enforcement, as well as the planning and conducting of investigations by criminal investigators. Opportunities for you to contribute to DIA in this field include:*

- Security Administration (0080)
- Personnel Security (0080)
- Police (0083)
- Criminal Investigator (1811)
- Polygraph (0080)

**Technicians:** *This career category includes a wide variety of administrative and technical support positions. At DIA, these positions support intelligence collection, development of intelligence products and a wide variety of functions that provide infrastructure support. The cadre of clerical, secretarial, and technical support staff plays a key role in enabling DIA to meet its strategic goals. Opportunities in these fields include:*

- Administrative Support
- Clerk and Assistant (0303)
- Secretary (0318)
- Technicians
- Security Assistant (0086)
- Intelligence Aid and Clerk (0134)
- Human Resources Assistant (0203)
- Computer Operator (0332)
- Computer Clerk and Assistant (0335)
- Management Assistant (0344)
- Telecommunications Processing (0390)
- Accounting Technician (0525)
- Civilian Payroll Technician (0544)
- Budget Technician (0561)
- Legal Assistant (0986)
- Editorial Technician (1087)
- Library Technician (1411)
- Compliance and Inspection Support (1802)

**Science and Technology:** *This category identifies the type of S&T positions and describes the work in the areas of: all-source research, analysis, and reporting of scientific and technical issues.*

- General Engineer (S&T Programs) (0801)
- General Engineer (S&T Requirements) (0801)
- Physical Scientist (S&T Programs) (1301)
- Physical Scientist (S&T Requirements) (1301)

**Executive Positions:** *This career category includes Defense Intelligence Senior Executives Service (DISES) positions and Defense Intelligence Senior Level positions (DISL).*

**DISES positions**, senior management positions of the defense intelligence components, are equivalent to Senior Executive Service (SES) positions in other sectors of the government. These positions are beyond the GG-15 level in scope and responsibility, and incumbents direct the work of organizational units; are accountable for the success of one or more program(s); monitor progress toward organizational goals; or otherwise exercise important policymaking, policy determining, or other executive functions.

**Defense Intelligence Senior Level (DISL) positions** are classifiable above the DIA GG-15 level; emphasize substantive, technical, and advisory activity, but do not have the organizational or program management responsibilities necessary for the Defense Intelligence Senior Executive Service (DISES). DISL employees may assume a supervisory role, providing that responsibility comprises less than 25 percent of the normal tour of duty. Opportunities for you to contribute to DIA in this field include but are not limited to the following:

- Financial Administration (0501)
- Office or Program Administration (0301)
- Intelligence Officer (0132)

**Collection: (HUMINT Collection)** *As a DIA Human Intelligence (HUMINT) Officer, you will serve in the Defense Counterintelligence and HUMINT Center (DX). You will plan, organize and execute collection operations. You will travel around the world, live and work in world-wide environments, immerse yourself in foreign cultures, interact with local individuals, speaking their language, and seek out timely information in support of DIA objectives while applying your knowledge, experience and creativity to a variety of challenges. All HUMINT Officers in DX are qualified to carry out collection operations in world-wide and deployed environments. During your career in HUMINT, you will have the opportunity to experience different aspects of HUMINT, including:*

- **Collection Operations:** Planning and conducting HUMINT collection and reporting on intelligence gained from HUMINT sources.
- **Collection Support:** Providing guidance and support to HUMINT Collectors who are conducting HUMINT Collection operations.
- **Collection Requirements:** Ensuring that reporting from current HUMINT Collection Operations is relevant, timely and accurate, and ensuring that such reporting is quickly disseminated to analysts, Combatant Commanders and Policymakers.
- **Collection Targeting:** Providing research and guidance to HUMINT Collection Operations in assisting collectors in the field locate and contract potential HUMINT sources.
- **Staff Support:** Providing all aspects of support for HUMINT Collection operations in terms of training, administration, career management, policy and guidance.

**Legal Services:** *This occupational group covers professional and paraprofessional positions involved in providing legal advice and services on DIA regulations and practices; drafting negotiating or examining contracts or other legal documents required in concert with DIA activities; preparing interpretive and administrative rules or regulations to give effect to the provisions of statutes or other requirements of law; and preparing cases for trial. Opportunities for you to contribute to DIA in this field include:*

- General Attorney (0905)
- Paralegal (0950)

**Communications and Media:** *This occupational group identifies the types of positions and describes the work in the areas of: communications, media services, and other public interface initiatives. Work performed may involve considerable coordination of information sources, public contact, protocol, and other liaison activities, including work with local, state, and national contacts or media, as well as the general public. This category may also include work in multimedia and interactive multimedia, pre-press and electronic information products, graphics, document production and reproduction, exhibit preparation, video production, artwork design and layout, visual communications, three-dimensional modeling, text editing, and illustrating animation services.*

- Historian (0170)
- Multimedia Specialist (1001)
- Public Affairs Specialist (1035)
- Language Specialist (1040)
- Audiovisual Production Specialist (1071)
- Writer–Editor (1082)
- Technical Editor (1083)
- Visual Information Specialist (1084)
- Librarian (1410)



- Technical Information Specialist (1412)
- Printing Services Specialist (1654)
- Equipment Specialist (1670)

**Counterintelligence:** *This career category includes jobs that specialize in the CI functional areas of operations, collection, analysis, investigations and other specialized services. Work involves identifying, exploiting and neutralizing foreign intelligence and terrorists threats directed against Defense personnel, facilities and interests worldwide. CI professionals in DIA conduct strategic all-source CI analysts, operations, collection activities, unique and focused CI support to other DIA collection operations. In addition, they participate in collaborative efforts with CI professionals from the military services and the rest of the Intelligence Community.*

- Intelligence Officer (CI)(0132)
- Intelligence Officer (Joint CI) (0132)
- Intelligence Officer (CI Operations) (0132)
- Intelligence Officer (CI Analysis) (0132)
- Polygraph Specialist (1801)